

Substance Abuse in the Workplace

A Guide to Resources from the Maine Office of Substance Abuse

Books and videos may be borrowed, and pamphlets may be requested by contacting the Information & Resource Center: **Phone:** 1-800-499-0027 **E-mail:** osa.ircosa@maine.gov **TTY:** 1-888-215-7604

BOOKS

PAMPHLETS/POSTERS

PAMPHLETS:

- An Employer's Guide to Dealing With Substance Abuse at Work
- About Substance Abuse at Work
- About Employee Assistance Programs
- Workers at Risk: Drugs and Alcohol on the Job

POSTERS:

- Substance Abuse: Recognizing the Symptoms
- Workplace Substance Abuse Programs are a Wise Business Investment.

- Addiction Treatment: Investing in People for Business Success. SAMHSA 1999
- Brief Employee Assistance Program Homework Planner. Wiley. 2000
- Building Blocks for a Drug Free Workplace. U.S. Dept. of Labor. 2000
- The Drug Free Workplace Employer's Manual: A Guide to Establishing A Comprehensive Drug Free Workplace Program. CADCA. 2001
- The Employee Assistance Treatment Planner. Wiley. 1998
- Managing Substance Abuse Problems in the Workplace (Supervisor's Workbook) pt.1 & 2. Serenity Lane Health Services. 1992. *These workbooks accompany the Managing Substance Abuse in the Workplace video series.*
- Prevention in the Workplace: Substance Abuse Resource Guide. CSAP. 1999.
- Substance Abuse Prevention in the Workplace: An Employers Guide. Thirteen/WNET. 1998. *Developed to accompany the Moyers on Addiction: Close to Home video series.*
- Workplace Intervention: The Bottom Line on Helping Addicted Employees Become Productive Again. Hazelden. 2000

FACT: Substance Abuse is a Workplace Problem.

Today, almost 73% of all current drug users ages 18-49 are full- or part-time employed—more than 8.3 million workers.

Source: U.S. Dept of Health and Human Services. SAMHSA, OAS. Preliminary results from the 1997 National Household Survey on Drug Abuse. August 1998.

VIDEOS

Substance Abuse in Today's Workplace. 1996

Tape 1(11 min.) covers warning signs of substance abuse - how and when to broach the subject - drug and alcohol testing - how and when to accommodate -- implications of the Americans with Disabilities Act (ADA) - heavy equipment and truck operator's requirements - no tolerance policies.

Tape 2 (15 min.) covers when and how to terminate - recovery rates - recovery agreements-what to expect during recovery-confidentiality.

Managing Substance Abuse in the Workplace Series. 40 min. ea. 1992

1. Recognizing Substance Abuse in the Workplace.
2. Action/Reaction: The Employee.
3. Action/Reaction: The Supervisor.
4. Communicating Under Pressure.

This series is geared specifically for supervisors in blue collar workplaces.

The Portraits of Addiction: Close To Home. 57 min. 1998

In this program, nine men and women-all recovering from drug and/or alcohol addiction-tell their stories. The recovering addicts run the gamut: a former narcotics agent, now recovering from a cocaine habit; a mother of three who is a marketing specialist; a former-addict and founder of Stand Up Harlem, a community of HIV-positive addicts and recovering addicts; a journalist and former addict who actually served as the researcher for Moyers on the series. This candid testimony from people who have been there leaves little doubt that addiction can happen to anyone and so can recovery. (Part of the Moyers on Addiction Series)

SUBSTANCE ABUSE in the WORKPLACE

WEB RESOURCES

National Resources:

SAMHSA Workplace Programs - For more information about Substance Abuse, Drug Free Workplace, Prevention Research, Drug Testing, Federal Programs and other workplace related information, visit the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration's division of Workplace Programs website.

<http://workplace.samhsa.gov/home.asp>

The National Youth Anti-Drug Media Campaign offers employers free youth drug prevention resources for parents at work. For more information go to:

www.theantidrug.com/atwork

The U.S. Department of Labor, Office of the Assistant Secretary for Policy, Working Partners for an Alcohol- and Drug Free Workplace has the Small Business Workplace Kit at:

www.dol.gov/asp/programs/drugs/workingpartners/screen1.htm

Maine Resources:

The Maine Office of Substance Abuse Information and Resource Center houses a collection of books, videos, audiocassettes, and literature which are searchable using the online library catalog at:

www.maineosa.org

Library materials are available on loan. Pamphlets, posters and handouts are also available. Staff will assist with searches for information. Fill in a library Request Form, or use the Ask a Question Form. Email inquiries or call: 1-800-499-0027 (In-State Only) or 207-287-8900; TTY: 1-800-215-7604 (In-State Only) or 207-287-4475 (Special Equipment Needed); Email: osa.ircosa@maine.gov

Online Directory of Programs and Services

The Maine Office of Substance Abuse provides the Online Directory of Programs and Services, a searchable directory of Maine licensed treatment agencies, contracted prevention services, and Driver Education and Evaluation Program providers. Located on the web at:

www.maine.gov/bds/osa/directory/index.htm

Maine Bureau of Labor Standards

Any employer who wants to have a substance abuse testing program (but is not required to under federal law) must submit a policy to the Maine Bureau of Labor Standards (BLS) for review and approval. A model substance abuse testing policy to help employers develop an acceptable policy is available on the BLS website:

www.state.me.us/labor/bls/subabuse.htm

The Maine Small Business Administration awards grants to help small businesses learn the benefits of a workplace free from alcohol and drug abuse through the establishment of Drug Free Workplace programs. For more information go to:

www.sba.gov/news/drugfree/

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